PURCHASING USER MANUAL	•
FINDING THE PURCHASE ORDER NUMBER FOR A	
REQUISITION	•

Purchasing User Manual Rev. Date: 08/05/2008

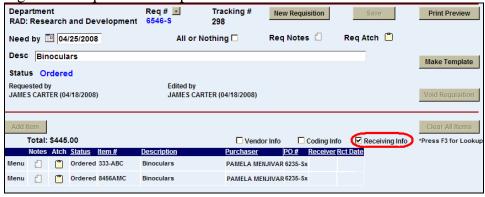
## **PURCHASING USER MANUAL**

## FINDING THE PURCHASE ORDER NUMBER FOR A REQUISITION

Once a requisition has been saved to a purchase order (either ordered or in the process of being ordered), the status may be '**Ready for Purchasing**' or the line item status may be '**Assigned to PO**'. You can check the purchase order number, the status of the items, the name of the purchaser, and if any of the items have been received.

- 1. From the **Requisitions** menu, click the **Status** tab.
- 2. Click **Select** next to a requisition with a status of **Ordered**.
- 3. Check the **Receiving info** check box.

Figure 1 - Requisition receipt info



The requisition items, the purchase order number, the name of the purchaser, etc. will be displayed